

1. The first step in the process of identifying a problem is to recognize that a problem exists. This is often done by comparing current performance with a desired state or goal. If there is a significant difference, a problem is identified.

2. Once a problem is identified, the next step is to define the problem more precisely. This involves determining the scope of the problem, the resources available, and the constraints that may be affecting the problem.

3. The third step is to analyze the problem. This involves identifying the causes of the problem and determining the relationships between different factors. This can be done through a variety of methods, including brainstorming, flowcharts, and fishbone diagrams.

4. The fourth step is to develop a solution. This involves identifying potential solutions and evaluating them based on their feasibility, effectiveness, and cost. This can be done through a variety of methods, including brainstorming, decision trees, and cost-benefit analysis.

5. The fifth step is to implement the solution. This involves putting the chosen solution into action and monitoring its progress. This can be done through a variety of methods, including project management, communication, and evaluation.

6. The final step is to evaluate the results. This involves comparing the actual results with the desired state and determining whether the problem has been solved. If not, the process may need to be repeated.

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Class	Subclass	Date	Examiner

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